

ST. JOHN'S COLLEGE JUNIOR COLLEGE

APPLICATION FOR ADMISSION 2023-2024

Instructions:

1. **Log in to sjconnect.sjc.edu.bz to create your SJCJC portal account.**
Upon completing the account, a verification email with a link is sent to the email address used to create the account. (*Check your spam or junk folder, if not visible in your Inbox.*) Clicking on the link directs you back to the portal; LOG IN to continue the application process. You **MUST** use the verification link to successfully complete the process.
2. **Complete ALL sections of the Online Application for Admission.**
3. **After submitting your online application, print from your portal account a copy of the Application Confirmation Letter.**
4. **Locate the templates for recommendation forms in your portal account.**
Complete Section I of each Recommendation Form before emailing to the relevant recommender for completion, as follows:
 - a. Recommendation Form #1 to the principal of your high school or to a current supervisor/employer, as applicable
 - b. Recommendation Form #2 to a present or past teacher of a subject related to your proposed program of study
5. **Obtain official transcripts from ALL secondary and post-secondary institutions attended.**
(*Each transcript must bear the institution's official seal and be submitted in a sealed envelope.*)
6. **Obtain a photocopy of your birth certificate and of your social security card.**
7. **Pay a \$30.00 application fee.**
Payment can be made using one of the following options:
 - a. At the college's Finance Office—cash, debit or credit card accepted (*Monday through Friday, 8:00 am to 4:00 pm*)
 - b. In person or by online transfer at any branch of Atlantic Bank or Belize Bank countrywide:
Atlantic Bank: Account 210873161
Belize Bank: Account #135907010120001
8. **Place all documents 4-6 above, your printed and signed Application Confirmation Letter, and a copy of your application fee payment receipt in a legal-size manila envelope.** (*Please note that incomplete applications will not be processed until all required documents are received.*)
9. **Deliver the completed package to the Office of Admissions and Enrollment, Yorke Hall, on the college campus.** (*Applicants will usually receive a response letter within one month of receipt of the completed application package.*)
 - ✓ March 3, 2023 for August 2023 admission
 - ✓ October 6, 2023 for January 2024 admission

Additional Requirements: Some applicants may be required to attend an admission interview; others may gain admission only after successfully completing developmental courses.

Direct inquiries to:
Office of Admissions and Enrollment
Telephone 223-3731; Email: admissions@jc.sjc.edu.bz